



JOB DESCRIPTION

Position Title: **Plans Examiner**

Working Area: **Environmental Compliance**

Class Code: 4906 Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical review and investigation work involving the coordination and processing of development applications as related to land development and physical development projects within Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsible for the identification and analysis of ecological impacts of development projects and monitoring the impact that development has on the environment.

Provides scientific and technical environmental support services for the Planning and Development Department. Reviews environmental consultants' reports and permitting requests for issues relating to wetlands, listed species, flood plain and specially designated protected area compliance.

Coordinates with environmental agencies and other County Departments and Divisions on matters relating to development projects.

Reviews federal and state environmental regulations and makes recommendations for compliance with established regulations for development projects. Conducts site visits prior to and during construction to verify compliance and accuracy of plans. Reviews engineering plans of subdivisions and commercial development site plans for compliance with environmental standards established by the Seminole County Land Development Code.

Reviews applications and conducts field monitoring for borrow pits, dredge and fill permits and coordinates information with engineers also reviewing these applications.

Investigates citizen complaints relating to environmental issues.

Maintains files and records of violation investigations, citizen's complaints and issued permits.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of environmental regulations related to quality and pollution issues. Considerable knowledge of the terminology, principles and analytical techniques of physical and natural science related to the environmental field, wetland impacts, threatened and endangered species, and Florida ecology.

Ability to conduct independent research, analyze technical data and engineering plans and recommend effective solutions when required. Ability to understand and apply applicable rules, regulations, policies and procedures relating to environmental programs. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with other County Departments and Divisions, regulatory agencies and the general public.

Skilled in the use of a computer and associated software found in an office.

Bachelor's Degree in Biology, Botany, Ecology, Environmental Science, or a closely related field and three (3) years experience in environmental permitting involving the analysis of development projects. Prior regulatory experience is preferred.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is an office setting with some fieldwork. The incumbent performs job duties sitting at a desk or table or standing at a counter. Incumbents in this position are exposed to radiant or electrical energy found in an office on a regular basis. This position performs duties that require the use of tools requiring high manual dexterity. While performing duties in the field incumbent will traverse on foot, rugged or swampy terrain. These duties may require prolonged standing or walking.